

## Message Text

UNCLASSIFIED

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21

ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 L-03 OMB-01 PER-03 AID-05 /024 W

----- 052162

P 020705Z AUG 75

FM AMEMBASSY DAMASCUS

TO SECSTATE WASHDC PRIORITY 4139

UNCLAS SECTION 1 OF 2 DAMASCUS 2933

DEPT FOR O/FADRC & AID

E.O. 11652: N/A

TAGS: AINF, OGEN, SY

SUBJ: PRIVACY ACT OF 1974

REF: A) STATE 172353; B) DAMASCUS 2901; C) STATE 169475;

D) STATE 179745

A. THE FOLLOWING IS SUBMITTED AS REQUESTED REFTEL A.

I. NAME OF RECORD:

1. PASSPORT AND NATIONALITY CARD (TS-558)
2. MEDICAL FILE
3. PERSONNEL FILE
4. TRADE PROMOTION - TRADE AND INVESTMENT OPPORTUNITY FILE.

II. CATEGORY OF INDIVIDUAL

1. AMERICAN CITIZEN WHO VOLUNTARILY REGISTER AS  
TEMPORARY OR PERMANENT RESIDENTS OF HOST COUNTRY.

2. AMERICAN EMPLOYEES AND THEIR DEPENDENTS  
(STATE, USIA, AID & DOD)

3. AMERICAN EMPLOYEES (STATE, USIA, AID & DOD)

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4. WHEN VOLUME WARRANTS, A SEPARATE FILE  
BY NAME IS ESTABLISHED ON INDIVIDUALS INTERESTED  
IN LOCAL BUSINESS. ONLY TWO FILES EXIST AT PRESENT  
TIME.

### III. CATEGORY OF RECORD

1. BIRTH DATA, LOCAL ADDRESS, MARRIAGE AND  
FAMILY DATA.

2. IMMUNIZATION RECORD, BLOOD TYPE, MEDICAL  
REPORTS FROM LOCAL DOCTORS.

3. LOCALLY PRODUCED PERSONNEL DOCUMENTS SUCH  
AS NOTES TO FOREIGN MINISTRY ANNOUNCING ARRIVAL OR  
DEPARTURE, REQUESTS FOR ID AND DRIVING LICENCES,  
TIME AND ATTENDANCE RECORDS, TRAVEL INFORMATION,  
ALLOTMENT OF PAY, REQUESTS LOCAL ADDRESS AND TELEPHONE  
NUMBER, HOUSEHOLD EFFECTS INVENTORIES, ETC.

4. COMMUNICATIONS TO AND FROM INDIVIDUAL,  
COMMUNICATIONS FROM THIRD PARTIES ABOUT INDIVIDUAL,  
COMMERCIAL INFORMATION CONCERNING INDIVIDUAL AND  
COMMERCIAL BACKGROUND CHECKS.

### IV. AUTHORITY

1. 8 FAM 261.74

2. 3 FAM 090

3. 3 FAM 090

4. 10 FAM

### VM ROUTINE USES

1. AVAILABLE TO AUTHORIZED STATE PERSONNEL ONLY.  
USED TO ESTABLISH PRESENCE ON NATIONALITY OF AMERICAN  
CITIZEN IN CONSULAR DISTRICTS.  
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2. NURSE, REGIONAL MEDICAN OFFICER AND BY LOCAL  
DOCTORS TREATING PATIENT (WITH PATIENT'S PERMISSION)

3. AVAILABLE ONLY TO AUTHORIZED PERSONNEL FOR  
OFFICIAL USE.

4. AID, USIA, COMMERCE, AGRICULTURE. TO PROVIDE

INFORMATION TO INTERESTED US AGENCIES ON INDIVIDUAL'S  
BUSINESS PRACTICES.

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ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 L-03 OMB-01 PER-03 AID-05 /024 W

----- 052232

P 020705Z AUG 75

FM AMEMBASSY DAMASCUS

TO SECSTATE WASHDC PRIORITY 4140

UNCLAS SECTION 2 OF 2 DAMASCUS 2933

#### VI. RECORDS MANAGEMENT

1. A) HARD COPY ONLY

B) FILED BY NAME

C) STORED IN LOCKED FILE CABINET

D) KEPT 5 YEARS AFTER INDIVIDUAL DEPARTS CONSULAR  
DISTRICT. THEN DESTROYED.

2. A) FILE FOLDER

B) FILED BY NAME

C) STORED IN LOCKED FILE CABINET

D) FORWARDED TO O/MED UPON TRANSFER OF INDIVIDUAL  
DOD PERSONNEL CARRY RECORD TO NEXT POST.

3. A) FILE FOLDER

B) FILED BY NAME

C) STORED IN LOCKED FILE CABINET

D) DESTROYED THREE YEARS AFTER EMPLOYEE DEPARTS  
POST. (MARINES' FILES ARE DESTROYED AFTER

TWO YEARS)

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4. A) FILE FOLDER

B) FILED BY NAME I.E. TR-15-JOHN DOE

C) STORED IN COMBINATION SAFE

D) TWO YEARS.

#### VII. SYSTEM MANAGER

1. CONSULAR OFFICER

2. EMBASSY NURSE

3. PERSONNEL ASSISTANT (NCOIC MAINTAINS PERSONNEL FILES ON MARINES)

4. ECONOMIC OFFICER

#### VIII. SOURCES

1. INDIVIDUAL CONCERNED

2. INDIVIDUAL CONCERNED, NURSE, CONSULATED PHYSICIANS AND MEDICAL INFORMATION RECEIVED FROM DEPARTMENT OR OTHER POSTS.

3. INDIVIDUAL CONCERNED, AGENCY PERSONNEL RECORDS, AND EMBASSY STAFF.

4. LOCAL AND AMERICAN BUSINESSMEN, OFFICIAL RECORDS OF DEPARTMENT OF COMMERCE AND AGRICULTURE, BANKS AND OTHER EMBASSIES.

B. EMBASSY DAMASCUS PROVIDES SAS TO ALL U.S. GOVERNMENT AGENCIES REPRESENTED AT POST, THEREFORE, VIRTUALLY ALL ADMINISTRATIVE FILES ARE MAINTAINED BY EMBASSY ADMINISTRATIVE OFFICE.

C. RE PARA A REFTEL D REGIONAL SECURITY OFFICE HAS NO FILES ADDITIONAL TO THOSE ON FILE IN A/SY (SEE PARA 5 UNCLASSIFIED

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REFTEL A).  
MURPHY

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 02 AUG 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
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**Drafter:** n/a  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
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**Image Path:**  
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**Line Count:** 226  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ACTION DRC  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 5  
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**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** 75 STATE 172353, 75 DAMASCUS 2901, 75 STATE 169475  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** hartledg  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 18 DEC 2002  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <05 FEB 2004 by hartledg>  
**Review Markings:**

Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
06 JUL 2006

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**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** PRIVACY ACT OF 1974  
**TAGS:** AINF, OGEN, SY  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006